

CLASS TITLE:

CHIEF BUYER (DOA/OP)

Class Code: 02671400

Pay Grade: 32A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Department of Administration/Office of Purchases, to direct and coordinate the activities of the procurement staff; to act in the absence of the Administrator, Purchasing Systems; to oversee the preparation and maintenance of standards and specifications; to assign work and procurement and contracting activities, as well as analytical support functions relative to the State procurement system; as required, to be individually responsible for procurement for assigned classes of products and services; to carry out procurement and contracting activities in accordance with rules, regulations, and the requirements of statute; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Administrator, Purchasing Systems, with considerable latitude for independent judgment and determination; can approve purchase orders to a specified expenditure level without further review.

SUPERVISION EXERCISED: Directs and reviews the work of all procurement staff, above specified thresholds.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To coordinate, direct, and approve the work of subordinates.

To train subordinates and/or assist in their training.

To recommend policies and procedures governing procurement and the overall operation of the Office of Purchases, and to assist in their development and implementation.

To assist user agencies in procurement planning and the development of standards and specifications.

To screen competitive solicitations to assure that:

The functional requirements of each item procured are well-defined and that standards for bid responsiveness are clear; the solicitation method selected is most appropriate to the intended purpose; an adequate list of potential bidders have been solicited to insure competition; and all rules, regulations, and procedures have been followed.

To review and approve, as appropriate, recommendations for award to other than the lowest bid received.

To review and approve, as appropriate, recommendations for removals from the bidders' lists, and to endorse recommendations for vendor sanctions to the Administrator, Purchasing Systems.

To monitor the backlog and throughput of the procurement staff.

To review and approve, as appropriate, new and/or revised standards and specifications.

To assist using state agencies and procurement management in the enforcement of contractual obligations and to make recommendation with respect to disposition of complaints and vendor disciplinary action.

To maintain a comprehensive awareness of established procurement policies and procedures, and to advise and instruct users and vendors with respect to them.

To conduct and/or attend meetings with user committees to determine opportunities for product standardization.

With subordinates, to identify cost improvement and standardization opportunities and carry them through to implementation.

To assist user agencies in obtaining goods and services in the most cost-effective manner possible by offering and responding to requests for technical and other assistance from user agency personnel in a professional and timely manner. To provide complete information and advise users as to how to obtain copies of relevant materials and/or provide referrals for other types of assistance. To assist user agencies in developing

the documentation necessary for successful purchases and to educate users as to the options available for various types of purchases. To work with agency officials onsite to increase effective communications and to provide user-specific problem solving assistance.

To advise and instruct users and vendors with respect to use of the Electronic Rhode Island Vendor Information Program (RIVIP), including vendor registration, vendor lists, commodity lists, obtaining Master Price Agreements, bids, bid results, Rules and Regulations and other information available on the RIVIP.

To utilize a computer to review requisitions, create bid preparation instructions, initiate bid preparation, authorize bids, analyze bid responses, award bids, initiate and release purchase orders and change orders; to review and analyze vendor information, including complaints, minority and disability status, suspensions, and debarments; to create and download reports and all related work as required. In using the computer, to use the keyboard to enter passwords and report generation instructions and to enter word, phrases, and sentences as required by the Electronic Purchasing System and to print documents and reports as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of the principles, practices, and procedures involved in the procurement of supplies, equipment, and services; the ability to plan, supervise, direct, and review the work of a professional, technical, and clerical staff; the ability to analyze and evaluate proposed procurement actions for conformance to policy and procedure; a detailed knowledge of State procurement regulations; a detailed knowledge of product markets and market conditions, including knowledge of terminology, usage, sources of supply, and quality requirements for one or more significant areas of procurement; the ability to analyze bid responses for technical merit and responsiveness; an understanding of the principles of audit and the ability to maintain a clear audit trail for all actions; a working knowledge of standard analytical, statistical, and research principles and the ability to apply analytical techniques to the interpretation and evaluation of a broad spectrum of data; the ability to prepare effective oral and written reports and presentations; the ability to instruct less experienced personnel in procedure and policy; and the ability to establish and maintain effective working relationships with users and vendors.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through graduation from a college or university of recognized standing, preferably with a specialization in business administration; and

Experience: Such as may have been gained through employment in a highly responsible procurement capacity for a governmental agency or private industry in a supervisory capacity, demonstrating direct, formal responsibility for and experience with high volume procurement activities, particularly of a more technical and complex nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience, provided that one or more professional certification(s) in procurement; e.g., Certified Purchasing Manager (C.P.M.) or Certified Public Purchasing Official (C.P.P.O.) - may be substituted for education and experience.

Class Revised: December 29, 2002

Editorial Review: 3-15-2003